

CR3

EPU R16

OUTAGE

PLANNING

GUIDANCE

R16 EPU OUTAGE PLANNING GUIDANCE

This document provides guidance to assist in resolving issues during the R16 outage. Topics covered include but are not limited to:

- Adding Additional Work Instructions to a Work PackagePages 4 - 9
- Additional Material Allocation Pages 10-12
- Process for Scope Changes Page 4
- Links to Reference Documents Page 13
- Planning Precautions.Page 14

Changes, additional scenarios and pertinent information may be added to this document by contacting Canon McCray.

SCOPE CHANGE:

Per ADM-NGGC-0104 the definition of a “Work Scope Change” is as follows:

3.45 Work Scope Change

A change in scope of work required on a plant component or structure from that planned in work instructions issued for implementation. This includes changes that involve:

- A substantial rewrite of the work instructions.
 - An impact on the functional capability of a Q-Group S, S*, B, or N* CR3 components.
 - An impact on Technical Specification operability, seismic qualification, or environmental qualification (EQ) of a component.
 - A revision to a clearance or LCOS/EIR document other than supplemental sheet and minor boundary changes.
 - A change in fire protection or security support or addition of support by any other work group that was not previously identified.
 - A change in Post Maintenance Testing (PMT).
 - A physical change to the plant, a temporary modification, or an unplanned temporary repair.
 - A revision to a Radiation Work Permit that increases dose or changes respiratory protection requirements.
 - Breaking a pressure boundary.
-

REVISED PROCESS FOR SCOPE CHANGES:

As an error pre-cursor, the best process to be used to document ALL scope changes or additional work steps to a task per our Management's request, we should copy all of the information included in the aforementioned Additional Work Order Instructions sheets, and then paste the words directly into our work instructions (this being the OLE linked to the task in passport) on the next page down from the "FOLLOW UP ACTIONS" sub-header. This means that we can simply make the title "ADDITIONAL WORK ORDER INSTRUCTIONS SCOPE CHANGE #1" and the EC number, title, and work order number and task number will all remain in the existing Header. As more scope changes are added, just keep paging down and changing the title to "ADDITIONAL WORK ORDER INSTRUCTIONS SCOPE CHANGE # 2.....3.....4..... ETC."

This process will allow us to incorporate a scope change and have the appropriate persons approve of the scope change instructions WITHOUT having to obtain the working copy of the task and return it (if the manual sign-off change approval sheet is used). We will be able to add work steps or scope change to a task, then obtain the working copy and only return it briefly to copy and paste the additional instructions into OLE work instructions linked to the task and insert the signed off/approved work instructions into the hard copy.

Using this process will ensure that all of our additional work steps or scope changes are located in one place electronically (the same location as the rest of the work instructions) as well as in the hard-copy.

- Save a blank copy of the Additional Work Order Instructions sheets to your desktop.
- After filling the sheets out, copy all of the information including the appropriate sign-offs and paste the information directly into the ECWOR1 work standard Work Order Instructions OLE document linked directly to the associated Work Order Task.

To allow the quickest turnaround time during the "APPROVAL" process, we have decided to use both the "Electronic" route for approval process within PassPort, **AND** the manual sign-off sheet that is embedded with your new instructions.

- **IF** the task is approved electronically before signatures may be obtained on the sign-off sheet with the new instructions, **THEN** write the following statement or similar to the "Change Approvals" sheet, initial and date:

"New instructions have been electronically approved in PassPort on (DATE)"

- **IF** the task is approved manually using the embedded "Change Approvals" sheet, **THEN** you may expedite approval on the task and make a note in the "AAA Message" location on the route list in PassPort that:

"New Instructions were approved/documented on WO"

Adding Additional Work Instructions to a Work Order Task

SCOPE CHANGE ONLY

See page 9 for NON-SCOPE CHANGE mark up instructions):

If Additional Work Instructions are needed for a task that has already been printed, use the "ADD INST" Work Standard. You should already have a blank copy of this form saved to your desktop. If not, click on [ADDITIONAL WORK ORDER INSTRUCTIONS](#) (for Scope Changes) and save a copy to your desktop.

- In the Work Order Task Description section for the associated WO Task (this will raise a flag for anyone who reviews this task that new instructions have been added after the initial approval):

TIMM102 - INSTRUCTIONS/WORK STANDARDS - [V10 PRODUCTN]

File Edit Navigate Options View Help

Enter task instructions. Use More Detail to step through task planning.

Ref Nbr/Sub: WVO 01407407 18 Status: WORKING 09/01/2009

Description: Y, INSTALL NEW SC RELIEF PIPNG & SCV-748, PRE-OUT, EC 69088

Assmnt Ques:

* Work Standard:

Description

THE PURPOSE OF THIS TASK IS TO INSTALL NEW 6" SC RELIEF PIPING AND NEW 4" RELIEF VALVE SCV-748 AND SUPPORTS TO THE EXTENT POSSIBLE, FOR SCP-1A/1B FOR THE IMPLEMENTATION OF EC 69088 WHICH REPLACES SCP-1A/1B MOTOR AND IMPELLER. PRE-OUTAGE. PERFORM ALL WORK IAW ATTACHED EC WORK INSTRUCTIONS.

*****THE ATTACHED EC WORK INSTRUCTIONS HAVE BEEN REVISED*****

* Fac	Work Std	OLE	Prt	Description
CR3	ECWOR1		<input checked="" type="checkbox"/>	EC WORK INSTRUCTIONS

Type this into the Description of the task in PassPort, and write into the hard-copy. Initial & Date.

FILLING OUT THE ADDITIONAL WORK ORDER INSTRUCTIONS FORM:

- Give a description of the changes made beneath the “Change Summary” sub-header.

Work Order #	1407407-18
Additional Work Order Instructions	Page 1 of 3
<p><u>Change Summary:</u></p> <p>Modify base plates as required to allow installation of Anchor Bolts and plug weld bad holes drilled in base plate as needed.</p>	

- Determine whether the new instructions will be a Scope Change per the guidelines in [ADM-NGGC-0104 section 3.45](#). Put an X in the appropriate parenthesis to indicate Scope Change or Non-Scope Change and Delete “IS” or “IS NOT” in the sentence below.

<p><u>Change Evaluation:</u></p> <p>(X) Scope Change () Non-Scope Change</p> <p>Per the ADM-NGGC-0104 definition of work scope change, this addition IS a scope change.</p>	
---	--

- On the page where the Work Instructions BEGIN, add the given statement to “Working Hard Copy” using pen and ink, initial and date. Also add the statement to the Electronic form of the Work Instructions, i.e. ECWOR1 EC Work Instructions OLE document.

<p>Add the following line or equivalent to the <u>WORKING</u> Passport WO Task in the “Work Order Task Instructions” Section:</p> <p>“SEE ADDITIONAL INSTRUCTIONS DOCUMENT ADDED BY <u>(Implementer, Supervisor, Planners Name)</u> On <u>(Date Added)</u>.”</p>

- Insert the new Work Instructions to be used beneath the Additional Work Instructions Sub-header

Work Order #	1407407-18
Additional Work Order Instructions	Page 2 of 3
<p><u>Additional Work Instructions:</u></p> <p>— IF anchor bolt holes run into re-bar, <u>THEN</u> modify the base plate as required per REV 2 of EC Attachment Z49 to allow installation.</p> <p>— IF a bad hole is drilled into the base plate, <u>THEN</u> plug weld as required IAW the Corporate Welding Manual and Weld Data Report 1407407-18A.</p>	

- On the Change Approvals Sheet, affected groups may be added or N/A as necessary. Contact an Operations Representative to review the changes and determine if WCC SRO signature will be required prior to work start.

Work Order # 1407407-18	
Additional Work Order Instructions	Page 3 of 3
<u>Change Approvals:</u> (Add affected groups as necessary, N/A signatures not required)	
ISI / PMTR: _____ N/A _____	Date: _____
WCC SRO: _____	Date: _____
EQ: _____ N/A _____	Date: _____
QC: _____ N/A _____	Date: _____
HP / ALARA: _____ N/A _____	Date: _____
SUPERVISOR: _____	Date: _____
Additional Instructions	
Added By: <u>Canon McCray</u> / _____	Date: <u>09-01-2009</u>
Implementer / Supervisor / Planner	

- Print Name, Sign Name, and add Date.
- AFTER the form is filled out entirely, copy ALL information and paste into the Work Instructions document for the associated task, and TITLE the new sheets "SCOPE CHANGE #1.....2.....3.... ETC"**

EC#: 68890	EC Work Instructions	Work Order Task #: 1181264-67
1. EC Title: ISOPHASE BUS DUCT COOLING SYSTEM REPLACEMENT FOR EPU		Page 4 of 5
<p><u>SCOPE CHANGE #1:</u></p> <p><u>Change Summary:</u></p> <p>This scope change incorporates instructions for an electrical clearance that were initially inserted into task 1181264-12 which is worked under a Mechanical Clearance. These instructions will be inserted into 1181264-67 for incorporation.</p> <p><u>Limits & Precautions / Change Risk Assessment / Special Instructions:</u></p> <p>See limits & precautions in original work order instructions.</p>		

will be re connected utilizing the existing cabling as much as possible.	
2.0	<u>WORK SCOPE</u> <u>SEE SCOPE CHANGE(S)</u>
The purpose of this task is to install Power Block Custom Plugs in Isophase Bus Duct return and supply ducts, for the Implementation of EC-68890, to be performed during Refueling Outage.	
<u>INSERT THIS NOTE HERE ON ORIG INS.</u>	

- Print the new Additional Instructions Sheets and insert them into the Hard Copy Work package directly on top of the existing Work Instructions document.

Getting your Scope Change instructions APPROVED:

To allow the quickest turnaround time during the “APPROVAL” process, we have decided to use both the “Electronic” route for approval process within PassPort, **AND** the manual sign-off sheet that is embedded with your new instructions.

- **IF** the task is approved electronically before signatures may be obtained on the sign-off sheet with the new instructions, **THEN** write the following statement or similar to the “Change Approvals” sheet:

“New instructions have been electronically approved in PassPort on (DATE)” (INITIAL /DATE)

- **IF** the task is approved manually using the embedded “Change Approvals” sheet, **THEN** add the following note in the “AAA Message” location on the route list in PassPort then expedite approval or bypass the remaining person(s) and approve the task yourself:

“New Instructions approved on WO”

TIMX600 - ATTACHED ROUTE LIST - [V10 PRODUCTN]

File Edit Navigate Options View Help

Enter PASSPORTs/Alert Groups to be included on route. More Detail for notes.

Facility: CR3 Route Type: TSK Parallel/Sequential: P

Route Owner Key: 0140740736

Key Descriptions: Q, PERFORM MPS-1 HANGER TESTING PER CP-1

Submission: 001 Status: OPEN

Route Sent By: MCCRAC MCCRAY CANON JH

Alert Route List: CR3 OUTAGE OUTAGE

AAA Message: NEW INSTRUCTIONS APPROVED ON WO

Info Submit New Route Bypass Curr...

* PASSPORT	Fac	Alert Group	All	A	AAA Sent Date	Time	Action	Action Date	Time	Group Tracking	Route Build	Personnel Last Name	F
MCLEOE			<input type="checkbox"/>	A	09/02/2009	13:35	APPROVED	09/02/2009	13:41			MCLEOD	ET
KOMARB			<input type="checkbox"/>	A	09/02/2009	13:35						KOMARA	BI

Adding Additional Work Instructions to a Work Order Task

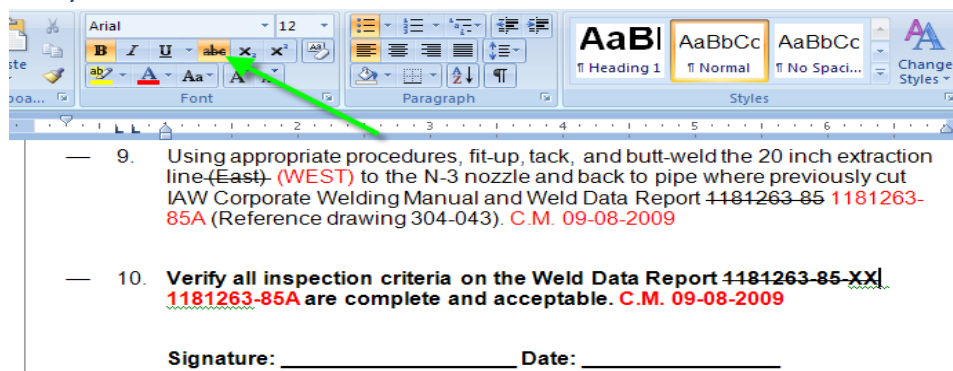
NON-SCOPE CHANGE ONLY / Hard Copy Mark-Up):

See Pages 4-8 for SCOPE CHANGE mark-up instructions

- Non-Scope Change mark-ups may include but are not limited to typographical errors, grammatical errors, additional details or clarification for welding instructions or work instructions that do not affect an Operations Clearance order. Refer to ADM-NGGC-0104 for further guidance. Edits of this type do not require a reroute of the Work Order Task for Approval.
- When additional instructions are needed that do not qualify as a SCOPE CHANGE per ADM-NGGC-0104 (Work Management Process), proceed as follows:
 - Obtain the hard-copy of work package
 - Line through instructions that are not needed or must be corrected
 - Pen/ink mark-up to the hard copy work instructions sheet
 - Add your initials and date.
 - Duplicate your line-through (if used) and add mark-up instructions electronically within PassPort.

EC#: 68890	EC Work Instructions	Work Order Task #:	1181264-34
EC Title: Isophase Bus Duct Fan Replacement for EPU			Page 4 of 6
<p>— 11. Install the new W8 x 31 beams per the details and notes provided on drawing S-502-022 (Att. X01) Sections 1-1 and 2-2. Perform welding IAW Weld Data Report 1181264-34B and Corporate Welding Manual (NGGM-PM-0003). C.M. 09-08-2009.</p> <p>— 12. Verify the new installed W8 x 31 beams are installed level. If they are not level, stop and consult with engineering before proceeding with the installation of the new cooler. Vendor installation instructions require the floor to be level. Engineering may wish to provide shim details or accept as-is, depending on the severity.</p> <p>— 13. Fit and weld the new 1/2" thk. x 4" wide plates on the new W8x 31 beams per the details and notes provided on drawing S-502-022 (Att. X01). Check beams to assure that the mounting plate is installed level prior to welding 1/2" plates. Perform welding IAW WDR 1181264-34 and the Corporate Welding Manual (NGGM-PM-0003). C.M. 09-08-2009.</p>			

- To use line through and mark-up in Microsoft Word use the "Strikethrough" button, and add your correction. Initial and Date.



When Additional Materials are needed for a “Hot” task during the outage:

- If a CR3 CAT ID is not provided, perform a Master Materials Catalog search using the D200 Panel to find a CR3 specific CAT ID.
- Additional Guidance on searching for CAT ID numbers or materials, can be found by clicking the following hyperlinks shown below:

[Materials 101 for Planners](#)

[D200 Search Instructions by Key Word](#)

[D200 Search Instructions by Manufacture Part Number](#)

- The quickest way to find a CR3 Approved CAT ID is to use the following hyperlink to an Alpha-numeric spreadsheet of ALL CR3 CAT IDs and perform a keyword search to find the correct material:

[CLICK HERE to find all CR3 CAT IDs](#)

Material Request:

- After obtaining a CR3 CAT ID number
 - Navigate to the TIMI010 Panel in PassPort by clicking the Mtl tab on the Work Order Task.
 - Generate a Material Request (MR) by clicking the Execute button
 - Enter Need Date, Quantity Needed, and the CAT ID number.

TIMI010 - MATERIAL REQUEST - [V10 PRODUCTN]

File Edit Navigate Options View Help

! Red hilited mtl within Vendor LTime. More Dtl on Qty Sts for expediting need.

Divr To Fac= CR3 Type= M MR Status= APPROVED 08/26/2009

Mtl Rqst= 01753782 Responsible= MCCRAC Dept= LH9

Reference= VWO 01480235 20 Job Type= MWV Group=

Project= Pri= 3

Need Date= 08/27/2009 Days Needed=

Est Value= \$307 Parts/Holds= 1 1

Issue Fac= CR3 Deliver To=

Title: M, EPU, MODIFY HANDRAILS/INSTALL COUPLINGS, PREOUT, EC 69026

GID: 00 CC: 60LT95 Act: Acct: 20068672 V0601 Tax Codes:

* Quantity	Catalog ID	Q	Rsv	Description	MSDS	S/P	Acct	Qty Actual	Qty Available
40	0074140235	4	✓	COUPLING, ... STRAIGHT		-	-		
			?						
			?						
			?						
			?						
			?						
			?						

- For Additional Guidance on Generation of Material Requests, reference “Material Requests CAT ID & Non-CAT ID”.

Material Requests CAT ID NonCat ID

Material Requests Routing:

The CR3 Station Maintenance group “Auto approves” the majority of their Material Requests. However, our group must have Project Management approval for allocation of materials. Therefore, **UNLESS** given permission to use “Auto-Approve” from Project Management, please adhere to the following instructions after the Material Request is Generated:

- Attach a Routing List to the MR and add the appropriate Project Task Manager or designee for the effected.
- Set Route list to “P” for parallel routing (this setting allows future modification to the route list prior to approval).
- Save and Close.
- Under the Options Dropdown menu, select “Submit Route List for Approval”.

TIMX600 - ATTACHED ROUTE LIST - [V10 PRODUCTN]

File Edit Navigate Options View Help

Enter PASSPORTs/Alert Groups to be included on route. More Detail for notes.

Facility: CR3 Route Type: M/R Parallel/Sequential: P

Route Owner Key: 01753782 CR3

Key Descriptions: M, EPU, MODIFY HANDRAILS/INSTALL

Submission: 001 Status: CLOSED

Route Sent By: MCCRAC MCCRAY CANON H

Alert Route List:

AAA Message:

Appropriate Project Task Manager

Parallel Route

Save & Close

* PASSPORT	Fac	Alert Group	All	A	AAA Sent Date	Time	Action	Action Date	Time	Group Tracking	Route Build	Personnel Last Name	First
LAPRAJ			<input type="checkbox"/>	A	08/26/2009	12:00	APPROVED	08/26/2009	12:03			LAPRATT	JEFFI

- If the materials you need are On Hand at the warehouse AND your Material Request is showing an “APPROVED” status, send an email to the warehouse by clicking the “Send Email” button on the PassPort toolbar. This email should be sent to “CR3 Warehouse”, and should include the date needed and the name of the individual who will be picking the material up.

TIMI010 - MATERIAL REQUEST - [V10 PRODUCTN]

File Edit Navigate Options View Help

Select for details; Execute to add new Material Request.

SEND EMAIL

Facility: CR3 Route Type: M/R Parallel/Sequential: P

Route Owner Key: 01753782 CR3

Key Descriptions: M, EPU, MODIFY HANDRAILS/INSTALL

Submission: 001 Status: CLOSED

Route Sent By: MCCRAC MCCRAY CANON H

Alert Route List:

AAA Message:

Appropriate Project Task Manager

Parallel Route

Save & Close

* PASSPORT	Fac	Alert Group	All	A	AAA Sent Date	Time	Action	Action Date	Time	Group Tracking	Route Build	Personnel Last Name	First
LAPRAJ			<input type="checkbox"/>	A	08/26/2009	12:00	APPROVED	08/26/2009	12:03			LAPRATT	JEFFI

USEFUL PLANNING REFERENCES:

[Planning Training 2009 "How To"](#)

[EPU Phone List](#)

[PassPort Disciplines for WO Tasks](#)

REFERENCE PROCEDURES

[EPU Crew Resource Codes](#)

[Weld Planner Training](#)

[Work Order Completion Training Material](#)

[AI1001 ENCLOSURE 3](#)

[Additional Completion Comments Sheets](#)

[EPU Supplemental Administrative Work Order Task Instructions](#)

PIPING DATA SHEETS

PLANNING PRECUATIONS:

- **ALWAYS** check to see if a Work Order Task has been printed **PRIOR** to changing the task status. ie. Changing task status from “WORKING” status to “RETURN” status to make changes.
 - **IF** the Work Order task has already been printed you **MUST** obtain the hard copy of the task PRIOR to changing the task status!
 - **AFTER** you have made the appropriate changes to the task. Make sure that you set the task status back to **WORKING** prior to returning it to the field. **DO NOT UNDER ANY CIRCUMSTANCES RELEASE A PACKAGE BACK TO THE FIELD UNLESS IT IS READY WITH ALL NECESSARY APPROVALS AND HAS BEEN SET BACK TO THE “WORKING” STATUS.**